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**U.S. DEPARTMENT OF COMMERCE  
MANUAL OF SECURITY  
POLICIES AND PROCEDURES**

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## **Appendix N Physical Security Checklist For Personal Computer Users**

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### **N.1 THEFT PREVENTION AND HARDWARE PROTECTION**

**Yes   No**

- |   |   |                                                                                                                                                                                                                                                                                                                                      |
|---|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Y | N | Are computers located away from entrance doors and walkways to reduce opportunities for theft, especially of peripherals and software?                                                                                                                                                                                               |
| Y | N | Is all hardware marked with identifying information, preferably by engraving or affixing of metal tags? This will help prevent thefts and facilitate the recovery of missing equipment and the tracing of recovered items.                                                                                                           |
| Y | N | Is an inventory maintained of all of your computer equipment and diskettes? Establish a system of accountability and periodically conduct inventories of your equipment.                                                                                                                                                             |
| Y | N | Are door locks, safe combinations, and computer passwords changed at frequent intervals?                                                                                                                                                                                                                                             |
| Y | N | Are combinations memorized? Don't write combinations or passwords down, don't post them, and don't carry them in wallets.                                                                                                                                                                                                            |
| Y | N | Are written repair orders which include a description of the equipment and the identity of the person who requested the repair required before releasing hardware components for repairs?                                                                                                                                            |
| Y | N | Is there an established system in use of property passes for the control of all property being removed from the facility or building? Report thefts immediately to the unit security contact or guard force, and to the servicing security officer. Have the make, model, serial number, and description of the equipment available. |



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## **N.2 DATA PROTECTION**

**Yes**   **No**

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|---|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Y | N | Is the computer monitor positioned so the display is not readily visible to passers-by? Don't leave sensitive data visible on your screen or disks in the computer when you are away from your workstation, even for a few minutes.                          |
| Y | N | Are the people who are authorized to access your work area known?                                                                                                                                                                                            |
| Y | N | Are strangers challenged?                                                                                                                                                                                                                                    |
| Y | N | Are floppy diskettes and removable hard drives locked in secure containers when not in use?                                                                                                                                                                  |
| Y | N | Are backup copies of all important software and data files made?                                                                                                                                                                                             |
| Y | N | Are all classified equipment and media, such as disks and printouts, properly labeled and stored according to their level of classification or sensitivity?                                                                                                  |
| Y | N | Is the identification of all repair personnel and vendors verified? Don't let them roam your computer area alone, even if you know them. A transmitter chip, which could transmit every transaction to a remote receiver, can be easily installed into a PC. |

## **N.3 GOOD SECURITY PRACTICES**

**Yes**   **No**

- |   |   |                                                                                                                                                                                                                                          |
|---|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Y | N | Are security awareness and good security practices promoted? Set a good example for your coworkers by being conscientious in your work habits and by encouraging them to be good security practitioners.                                 |
| Y | N | Are there preparations for emergencies? Know the contingency plans for your area including locations of fire alarms and extinguishers, power shut-off and evacuation routes. Post emergency numbers at convenient locations in the area. |

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